

**NATCHITOCHE PARISH
FIRE PROTECTION DISTRICT NO. 1**

**FINANCIAL REPORT
DECEMBER 31, 2009**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 8/11/10

Natchitoches Parish Fire Protection District No. 1
Financial Report
December 31, 2009

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NATCHITOCHE PARISH FIRE PROTECTION DISTRICT NO. 1

P. O. Box 62
Cloutierville, LA 71416-0062

MANAGEMENT'S DISCUSSION AND ANALYSIS

The Management's Discussion and Analysis is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34. Certain comparative information is presented to provide an overview of the District's operations.

Financial Highlights

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances. These statements tell how these services were financed in the short-term as well as what remains for future spending. The District is a component unit of the Natchitoches Parish Police Jury. The District maintains only one fund, the general fund, through which all of its operations are conducted.

A summary of the basic government-wide financial statements is as follows:

Summary of Statement of Net Assets

	<u>2009</u>	<u>2008</u>
ASSETS:		
Assets	\$288,674	\$253,110
Capital assets, net of accumulated depreciation	<u>340,896</u>	<u>292,557</u>
Total Assets	<u>\$629,570</u>	<u>\$545,667</u>
LIABILITIES	\$ <u>0</u>	\$ <u>0</u>
NET ASSETS:		
Invested in capital assets	\$340,896	\$292,557
Unrestricted	<u>288,674</u>	<u>253,110</u>
Total Net Assets	<u>\$629,570</u>	<u>\$545,667</u>

Summary of Statement of Activities

	<u>2009</u>	<u>2008</u>
REVENUES:		
Operating Grants & Contributions	\$ 11,010	\$ 0
General Revenues-		
Taxes	171,862	157,657
Other	<u>1,216</u>	<u>11,799</u>
Total Revenues	<u>\$184,088</u>	<u>\$169,456</u>
EXPENSES:		
Public Safety	<u>\$100,185</u>	<u>\$157,935</u>
Total Expenses	<u>\$100,185</u>	<u>\$157,935</u>
Change in Net Assets	<u>\$ 83,903</u>	<u>\$ 11,521</u>

- The District's assets exceeded its liabilities by \$629,570 (net assets) for the year. For the prior year this was \$545,667.
- Unrestricted net assets of \$288,674 represent the portion available to maintain the District's obligation to both citizens and creditors. This is an increase of \$35,564 from prior year.

General Fund Budgetary Highlights

Revenues continue to be sufficient to enable the District to provide the necessary fire protection services to the citizens of the district.

Economic Factors and Next Year's Budget

The primary revenue source for the District is property taxes. This type of tax is not subject to changes in the economy, in the short-term. However, in the long-term, significant increases/decreases in the tax base would be evident. The budget for FY 2010 should not change significantly from the FY 2009 budget.

Contacting the Fire District

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. Any questions about this report or requests for additional information may be directed to the District at P. O. Box 62, Cloutierville, LA 71416-0062.

Johnson, Thomas & Cunningham

Certified Public Accountants

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

Mark D. Thomas, CPA – A Professional Corporation
Roger M. Cunningham, CPA – A Professional Corporation
Jessica H. Broadway, CPA – A Professional Corporation
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ACCOUNTANT'S REVIEW REPORT ON THE FINANCIAL STATEMENTS

Natchitoches Parish Fire
Protection District No. 1
P. O. Box 62
Cloutierville, Louisiana 71416-0062

We have reviewed the accompanying financial statements of the governmental activities and major fund of the Natchitoches Parish Fire District No. 1, a component unit of the Natchitoches Parish Police Jury, as of and for the year ended December 31, 2009, which collectively comprise the District's basic financial statements as listed in the Table of Contents, in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of management of the District.

A review consists principally of inquiries of District personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

The Management's Discussion and Analysis and budgetary comparison information on pages 1 through 4 and 26, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. Such information has not been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but was compiled from information that is the representation of management, without audit or review. Accordingly, we do not express an opinion or any other form of assurance on the supplementary information.

In accordance with the *Louisiana Governmental Audit Guide* and the provisions of state law, we have issued a report dated March 10, 2010, on the results of our agreed-upon procedures presented on pages 27 through 29. Pages 30 through 31 present the Louisiana Attestation Questionnaire.

Johnson, Thomas & Cunningham, CPAs
Johnson, Thomas & Cunningham, CPA's

March 10, 2010
Natchitoches, LA 71457

BASIC FINANCIAL STATEMENTS

GOVERNMENT-WIDE
FINANCIAL STATEMENTS

Natchitoches Parish Fire Protection District No. 1
Statement of Net Assets
December 31, 2009

	Governmental <u>Activities</u>
ASSETS:	
Current Assets-	
Cash & Cash Equivalents	\$133,771
Accounts Receivable	<u>154,903</u>
Total Current Assets	\$288,674
Non-current Assets-	
Capital Assets (Net)	<u>340,896</u>
Total Assets	<u>\$629,570</u>
LIABILITIES	\$ <u>0</u>
NET ASSETS:	
Invested in Capital Assets	\$340,896
Unrestricted	<u>288,674</u>
Total Net Assets	<u>\$629,570</u>

See accompanying notes and accountant's report.

Natchitoches Parish Fire Protection District No. 1
Statement of Activities
December 31, 2009

<u>Activities</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Changes in Net Assets Government Activities</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Governmental Activities:				
Public Safety	<u>\$100,185</u>	<u>\$0</u>	<u>\$11,010</u>	<u>\$ (89,175)</u>
General Revenues:				
Taxes:				
Property Taxes				\$135,634
Parcel Fee				36,228
Miscellaneous				<u>1,216</u>
Total General Revenues				<u>\$173,078</u>
Change in Net Assets				<u>\$ 83,903</u>
Net Assets January 1, 2009				<u>\$545,667</u>
Net Assets December 31, 2009				<u>\$629,570</u>

See accompanying notes and accountant's report.

FUND FINANCIAL STATEMENTS

Natchitoches Parish Fire Protection District No. 1
Balance Sheet-Governmental Fund
December 31, 2009

Assets:

Cash & Cash Equivalents	\$133,771
Accounts Receivable	<u>154,903</u>
Total Assets	<u>\$288,674</u>

Liabilities	\$ 0
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Fund Balance:

Unreserved	<u>288,674</u>
Total Liabilities and Fund Balance	<u>\$288,674</u>

See accompanying notes and accountant's report.

Natchitoches Parish Fire Protection District No. 1
Reconciliation of the Governmental Fund
Balance Sheet to the Statement of Net Assets
December 31, 2009

Total Fund Balance for the Governmental Fund at December 31, 2009	\$ 288,674
Total Net Assets reported for Governmental Activities in the Statement of Net Assets is different because:	
Capital Assets used in Governmental Activities are not financial resources and, therefore, are not reported in the fund. Those assets consist of:	
Land, Equipment, Buildings, and Vehicles	888,460
Less, Accumulated Depreciation	<u>(547,564)</u>
Total Net Assets of Governmental Activities at December 31, 2009	<u>\$ 629,570</u>

See accompanying notes and accountant's report.

Natchitoches Parish Fire Protection District No. 1
Statement of Revenues, Expenditures and Changes in Fund Balance-
Governmental Fund
Year Ended December 31, 2009

REVENUES:	
Taxes	\$171,862
Intergovernmental	11,010
Miscellaneous	<u>1,216</u>
Total Revenues	<u>\$184,088</u>
EXPENDITURES:	
Current-	
Public Safety	\$ 59,984
Capital Outlay	<u>88,540</u>
Total Expenditures	<u>\$148,524</u>
Excess of Revenues over Expenditures	\$ 35,564
Fund Balance-Beginning of Year	<u>253,110</u>
Fund Balance-End of Year	<u>\$288,674</u>

See accompanying notes and accountant's report.

Natchitoches Parish Fire Protection District No. 1
Reconciliation of the Statement of Revenues, Expenditures
and Changes in Fund Balance of the Governmental Fund
to the Statement of Activities
for the Year Ended December 31, 2009

Total Net Change in Fund Balance at December 31, 2009, per Statement of Revenues, Expenditures and Changes in Fund Balance	\$ 35,564
The Change in Net Assets reported for Governmental Activities in the Statement of Activities is different because:	
Governmental funds report capital outlays as expenditures. However, in the Government-wide Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount of capital assets recorded in the current period.	88,540
Depreciation Expense is reported in the government- wide Statement of Activities, but does not require the use of current financial resources. Therefore, depreciation expense is not reported as an expen- diture in the governmental funds. Current year depreciation expense is	<u>(40,201)</u>
Total changes in Net Assets at December 31, 2009, per Statement of Activities	<u>\$ 83,903</u>

See accompanying notes and accountant's report.

NOTES TO FINANCIAL STATEMENTS

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

1. Introduction:

Natchitoches Parish Fire Protection District No. 1 was created by the Natchitoches Parish Police Jury, by ordinance in June 1982, under the provisions of Louisiana Revised Statutes 40:1492-1501, for the purpose of providing fire protection for the citizens of the District. The District is governed by a Board of Commissioners who are resident property taxpayers of the District. The commissioners are approved/appointed by the Natchitoches Parish Police Jury. The District was created to acquire and maintain buildings, machinery, equipment, water tanks, water hydrants and water lines, and any other such things necessary to provide proper fire protection and control within the District.

2. Summary of Significant Accounting Policies:

The accounting and reporting policies of Natchitoches Parish Fire Protection District No. 1 conform to generally accepted accounting principles as applicable to governmental units. Such accounting and reporting policies also conform to the requirements of Louisiana Revised Statutes 24:517 and to the guides set forth in the *Louisiana Governmental Audit Guide*.

A. Reporting Entity-

As the governing authority of the Parish, for reporting purposes, the Natchitoches Parish Police Jury is the financial reporting entity for Natchitoches Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Natchitoches Parish Police Jury for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body and
 - a. The ability of the police jury to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury created by ordinance Fire District No. 1, the District was determined to be a component unit of the Natchitoches Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the District and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. Basis of Presentation-

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and Statement of Activities report information about the reporting government as a whole. They include all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function. Program revenues include (a) fees and charges paid by the recipient for goods or services offered by the program, and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

C. Fund Accounting-

The accounts of the District are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a separate set of self-balancing accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds maintained is consistent with legal and managerial requirements.

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

The District maintains only one fund. It is categorized as a governmental fund. The emphasis on fund financial statements is on major governmental and enterprise funds; each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity.

The major fund of the District is described below:

Governmental Fund-

General Fund

The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

D. Measurement Focus/Basis of Accounting-

Basis of accounting refers to when revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual Basis - Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities display information about the District as a whole. Both of these statements have been prepared using the economic measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Modified Accrual Basis - Fund Financial Statements (FFS)

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The District considers all revenues "available" if they are collected within 60 days after year-end. Expenditures are generally recorded under the modified accrual basis of accounting when the related liability is incurred. The exceptions to this general rule are that (1) unmatured principal and interest on long-term debt, if any, are recorded when due and (2) claims and judgments and compensated absences are recorded as expenditures when paid with expendable available financial resources.

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

E. Assets, Liabilities, and Equity-

Cash and Interest-Bearing Deposits-

For purposes of the Statement of Net Assets, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of the District.

Capital Assets-

Capital assets, which include property, plant, and equipment, are reported in the governmental activities column in the government-wide financial statements. Capital assets are capitalized at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The District maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of that asset or materially extend the life of that asset are not capitalized.

Depreciation of all exhaustible capital assets is recorded as an expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of useful lives by type of asset is as follows:

Furniture, computers	5 years
Firefighting equipment	10 years
Ladders, hoses, airpacks	7 years
Radios	10 years
Fire trucks	15 years
Other vehicles	5 years
Buildings	40 years

Compensated Absences-

There are no employees of the District, therefore no entry is made to record compensated absences.

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

Equity Classifications-

In the government-wide statements, equity is classified as net assets and displayed in three components:

- a. Invested in capital assets, net of related debt---Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net assets---Consists of net assets with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provision or enabling legislation.
- c. Unrestricted net assets---All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt".

In the fund statements, governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

F. Budget-

Prior to the beginning of each fiscal year, the Natchitoches Parish Fire Protection District No. 1 adopts a budget for the next fiscal year. The budget is open for public inspection. All budgetary appropriations lapse at the end of the fiscal year. The budget is prepared on the modified accrual basis of accounting.

G. Estimates-

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

3. Cash and Cash Equivalents:

For reporting purposes, cash and cash equivalents include demand deposits, time deposits, and certificates of deposit. At December 31, 2009, the District had cash and cash equivalents (collected bank balances) totaling \$133,771. Cash and cash equivalents are stated at cost, which approximates market. Under Louisiana law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the bank. These pledged securities are held in the name of the pledging bank in a holding or custodial bank in the form of safekeeping receipts held by the District. The deposits at December 31, 2009, were fully secured by FDIC Insurance.

4. Capital Assets:

Capital asset balances and activity for the year ended December 31, 2009, is as follows:

Governmental Activities	Balance 01-01-09	Additions	Deletions	Balance 12-31-09
Capital Assets Not Depreciated:				
Land	\$ 5,155	\$ 0	\$ 0	\$ 5,155
Construction in Progress	33,009	0	(33,009)	0
Capital Assets Depreciated:				
Ladders, hoses, air packs	115,934	0	0	115,934
Radios	42,246	0	0	42,246
Fire trucks	341,000	12,500	0	353,500
Buildings	261,340	109,049	0	370,389
Computers	1,236	0	0	1,236
Total Assets	<u>\$799,920</u>	<u>\$121,549</u>	<u>\$(33,009)</u>	<u>\$888,460</u>
Less: Accumulated Depreciation:				
Ladders, hoses, air packs	\$110,625	\$ 3,542	\$ 0	\$114,167
Radios	35,740	4,225	0	39,965
Fire trucks	250,428	22,984	0	273,412
Buildings	110,570	9,450	0	120,020
Total Depreciation	<u>\$507,363</u>	<u>\$ 40,201</u>	<u>\$ 0</u>	<u>\$547,564</u>
Net Capital Assets	<u>\$292,557</u>	<u>\$ 81,348</u>	<u>\$(33,009)</u>	<u>\$340,896</u>

Depreciation expense of \$40,201 was charged to the public safety function.

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

5. Ad Valorem Taxes:

The District levies taxes on real and business personal property located within the boundaries of Natchitoches Parish Fire District No. 1. Property taxes are levied by the District on property values assessed by the Natchitoches Parish Tax Assessor and approved by the State of Louisiana Tax Commission.

The Natchitoches Parish Sheriff's office bills and collects property taxes for the District. Collections are remitted to the District monthly. The District recognizes property tax revenues when levied.

Property Tax Calendar

Assessment date	January 1
Levy date	June 30
Tax bills mailed	October 15
Total taxes are due	December 31
Penalties and interest added	March 3
Lien date	March 3
Tax Sale	May 15

The District is permitted to levy taxes up to 10% of the assessed property valuation for each specified purpose or in the aggregate for all purposes 25% of the assessed valuation for the payment of principal and interest on long-term debt after the approval by the voters of the District. Property taxes are recorded as receivables and revenues in the year assessed.

Assessed values are established by the Natchitoches Parish Tax Assessor each year on a uniform basis at the following ratios to fair market value:

10% land	15% machinery
10% residential improvements	15% commercial improvements
15% industrial improvements	25% public service properties, excluding land

A revaluation of all property is required to be completed no less than every four years. The last revaluation was completed for the roll of January 1, 2008. Total assessed value was \$25,303,853 in 2009. Louisiana state law exempts the first \$7,500 of assessed value of a taxpayer's primary residence from parish property taxes. This homestead exemption was a total of \$4,089,727 of the assessed value in 2009. For the year ended December 31, 2009, taxes of 6.63 mills were levied on the property and were dedicated to fire protection. Taxes collected totaled \$135,634 after adjustments.

In addition to property taxes, the residents of Fire District No. 1, of Natchitoches Parish voted on and approved a proposition in 2000 to levy and collect an annual parcel fee of \$25 on each lot on which a structure is located. The purpose of this assessment is to provide funds for acquiring, constructing,

Natchitoches Parish Fire Protection District No. 1
Notes to Financial Statements
December 31, 2009

and maintaining fire protection facilities and equipment. The parcel fees attach as an enforceable lien and are levied in the same manner as property taxes described above. Billing, collection, and assessment determination are also made in the same manner.

For the year ended December 31, 2009, fees of \$36,300 were levied of which the entire amount is included as revenue for the year. Uncollected taxes average less than 1% of the total taxes levied. Accordingly, the District makes no provision for uncollectible taxes.

6. Pending Litigation:

There were no civil suits seeking damages against the District outstanding at December 31, 2009.

7. Related Party Transactions:

The District had no identified related party transactions for the year ended December 31, 2009.

8. Compensation Paid to Board Members:

The members of the Board of Commissioners of the District receive no compensation for their services.

9. Receivables:

The following is a summary of receivables at December 31, 2009:

<u>Class of Receivable</u>	<u>General Fund</u>
Taxes-	
Ad Valorem	\$129,460
Parcel Fee	<u>25,443</u>
Total	<u>\$154,903</u>

Substantially all receivables are considered to be fully collectible, and no allowance for uncollectibles is used.

**OTHER REQUIRED
SUPPLEMENTARY INFORMATION**

Natchitoches Parish Fire Protection District No. 1
General Fund
Budgetary Comparison Schedule
For the Year Ended December 31, 2009

	Budget <u>Original/Final</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES:			
Taxes	\$171,112	\$171,862	\$ 750
Intergovernmental	11,010	11,010	0
Miscellaneous	<u>506</u>	<u>1,216</u>	<u>710</u>
Total Revenues	<u>\$182,628</u>	<u>\$184,088</u>	<u>\$ 1,460</u>
EXPENDITURES:			
Public Safety	\$ 86,000	\$ 59,984	\$26,016
Capital Outlay	<u>105,000</u>	<u>88,540</u>	<u>16,460</u>
Total Expenditures	<u>\$191,000</u>	<u>\$148,524</u>	<u>\$42,476</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (8,372)	\$ 35,564	\$43,936
Fund Balance – Beginning of Year	<u>253,110</u>	<u>253,110</u>	<u>0</u>
Fund Balance – End of Year	<u>\$244,738</u>	<u>\$288,674</u>	<u>\$43,936</u>

See accountant's report.

Johnson, Thomas & Cunningham

Certified Public Accountants

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Natchitoches Parish Fire
Protection District No. 1
P. O. Box 62
Cloutierville, Louisiana 71416

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of the Natchitoches Parish Fire Protection District No. 1 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Natchitoches Parish Fire District No. 1's compliance with certain laws and regulations during the year ended December 31, 2009, included in the Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PUBLIC BID LAW

1. Select all expenditures made during the year for materials and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures found to be in violation.

CODE OF ETHICS FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Not applicable.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedures (3) were also included on the listing obtained from management in agreed-upon procedures (2) as immediate family members.

Not applicable.

BUDGETING

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

6. Trace the budget adoption to the minute book.

We traced the adoption of the budget to the minutes of the District. It was adopted by a unanimous decision.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

Actual expenditures and revenues were within the 5% variance.

ACCOUNTING AND REPORTING

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee:

We examined supporting documentation for each of the six disbursements and found that the payments were for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account:

Each disbursement appeared to be coded correctly.

- (c) determine whether payments received approval from proper authorities:

Inspection of supporting documentation showed written approval. In addition, non-recurring entries were discussed and approved in the minutes.

MEETINGS

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The District is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Management has asserted that such documents were properly posted.

DEBT

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds or any other indebtedness which have not been approved by the State Bond Commission.

We inspected copies of all bank deposits for the period under examination and noted no deposits that appeared to be proceeds of bank loans, bonds, or other indebtedness that had not been approved by the State Bond Commission.

ADVANCES AND BONUSES

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees that may constitute bonuses, advances, or gifts.

Not applicable.

Our prior report, dated February 15, 2009, contained one comment, violation of the Local Government Budget Act.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Natchitoches Parish Fire Protection District No. 1 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Johnson, Thomas & Cunningham, CPAs
Johnson, Thomas & Cunningham, CPA's

March 10, 2010
Natchitoches, Louisiana

NATCHITOCHES PARISH
FIRE PROTECTION DISTRICT NO. 1
LOUISIANA ATTESTATION QUESTIONNAIRE

Johnson, Thomas & Cunningham, CPA's
321 Bienville Street
Natchitoches, LA 71457

In connection with your review of our financial statements as of December 31, 2009, and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of 12-20-09.

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office.

Yes ☒ No ☐

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes ☒ No ☐

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14 or the budget requirements of LSA-RS 39:43.

Yes ☒ No ☐

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:453, and/or 39:92, as applicable.

Yes ☒ No ☐

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.

Yes ☒ No ☐

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes ☒ No ☐

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 47:1410.60.

Yes ☒ No ☐

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 72-729.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

Chairman *Joseph R. Balthasar*

Date 12-20-09